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OFFICE OF THE INDEPENDENT INSPECTOR GENERAL

PATRICK M. BLANCHARD
INSPECTOR GENERAL

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March 16, 2020

Honorable Toni Preckwinkle
President
Cook County Board of Commissioners
118 N. Clark Street, 5th Floor
Chicago, Illinois 60602

Patrick M. Blanchard
Inspector General
Office of the Independent Inspector General
69 W. Washington Street, Suite 1160
Chicago, Illinois 60602

Re: OIIG Employment Plan Officer's March 2020 Semi-Annual Report

Dear President Preckwinkle and Inspector General Blanchard:

This is the fourteenth Semi-Annual Report issued pursuant to the Employment Plan for the Office of the Independent Inspector General (OIIG) that was filed with the United States District Court for the Northern District of Illinois on May 8, 2013. This report details my activities as the OIIG Employment Plan Officer during the previous six months. These activities consisted primarily of posting required information on the OIIG's website, monitoring activities during recent hiring sequences, training OIIG personnel regarding the Employment Plan and related issues, and taking other action required by the OIIG Employment Plan.

Postings on OIIG's Website

In addition to containing the OIIG Employment Plan and related information, the OIIG's website is periodically updated to include Quarterly Employment Action Reports for the office. During this reporting period, we submitted Quarterly Employment Action Reports for the third and fourth quarters of 2019 for inclusion on the website. These reports list the total number of hires, promotions, transfers and terminations involving OIIG employees for each quarter, including: (1) the number and type of each such employment action; (2) the dates of each employment action; (3) the title of the position; and (4) whether such employment action was pursuant to a posted or emergency hire.

Complaints

During this reporting period, I received no complaints alleging violations of the Employment Plan. As no violations of the OIIG Employment Plan have been found at this time, this Semi-Annual Report does not contain any recommendations for remedial or corrective action.

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Monitoring of Employment Actions

I monitored the candidate interview process, interview panel discussions and the hiring decisions for three recent hiring sequences involving three investigator positions posted for our office. I also approved interview questions and job postings in connection with the hiring process.

Training

The OIIG Employment Plan requires various types of training for OIIG employees and supervisors as well as for employees who participate in the hiring process. During this reporting period, I coordinated the annual online OIIG Employment Plan training for all OIIG employees as well as online OIIG Employment Plan training for two new OIIG employees who were required to complete such training within 90 days of their hire dates.

Amendment to OIIG Employment Plan

Pursuant to the OIIG Employment Plan, the Independent Inspector General may from time to time amend the OIIG Employment Plan provided that the Employment Plan Officer is provided notice and an opportunity to comment on and possibly object to the proposed amendment. During this reporting period, the Independent Inspector General proposed an amendment to the OIIG Employment Plan to which I had no objection. That amendment was made on January 29, 2020 and was implemented 10 business days later and posted on the OIIG website as required by the OIIG Employment Plan.

Other Activity

In addition to regular monitoring of activities within the office to ensure compliance with the terms of the OIIG Employment Plan, I have worked with OIIG employees to answer questions regarding Employment Plan issues.

Quarterly reports listing the total number of hires, promotions, transfers and terminations involving OIIG employees during the first and second quarters of 2020 will be issued in April and July 2020 respectively. The next Semi-Annual Employment Plan Report will be issued in September 2020.

Copies of all Semi-Annual Employment Plan Reports are posted on the OIIG's website as required by the OIIG Employment Plan. Should you have any questions, please do not hesitate to contact me.

Very truly yours,



Steven E. Cyranoski
OIIG Employment Plan Officer

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cc: Laura Lechowicz Felicione, Special Legal Counsel, Office of the President